CAPSTONE EXAM
FREQUENTLY ASKED QUESTIONS

COURSE EXAM VS CAPSTONE EXAM

▶ **WHAT IS THE DIFFERENCE BETWEEN A COURSE EXAM AND THE CAPSTONE EXAM?**

To earn credit for any certificate or designation course, you must pass that course's exam with a score of 70% or higher. These course-level exams are available in the BOMI Learning Portal and can be taken at any point during your learning process. Once you have successfully passed the exam for every course required in your RPA and/or FMA program, you will qualify to take your designation's Capstone exam. This exam is proctored by HonorLock in the same BOMI Learning Portal you have already utilized for course exams.

PREPARING FOR THE CAPSTONE EXAM

▶ **DO I HAVE TO TAKE THE DESIGNATION CAPSTONE EXAM PREP COURSE?**

The prep course is not required. Some advantages of signing up for the prep course are:
- It will guide you through a complete refresher of content across your designation courses, as well as key topic areas for the property and/or facility manager.
- It will provide you with a Blueprint for all key topic areas that will be assessed.
- It will give you experience with the types of questions you'll see and will prepare you for the Capstone Experience Exam.
- The Capstone Experience Exam fee is included in the cost of the course.

▶ **IS THERE A FEE FOR THE CAPSTONE EXAM?**

Yes, there is a Capstone Exam fee. Please see current price sheets in the United States and Canada. If you fail an exam you must contact BOMI to pay an additional Exam Administration Fee.

▶ **WHERE DO I TAKE THE CAPSTONE EXAM?**

You can now take the Capstone Experience Exam online through the BOMI Learning Portal, just like your course exams. The key difference is that the Capstone exam is proctored through HonorLock.

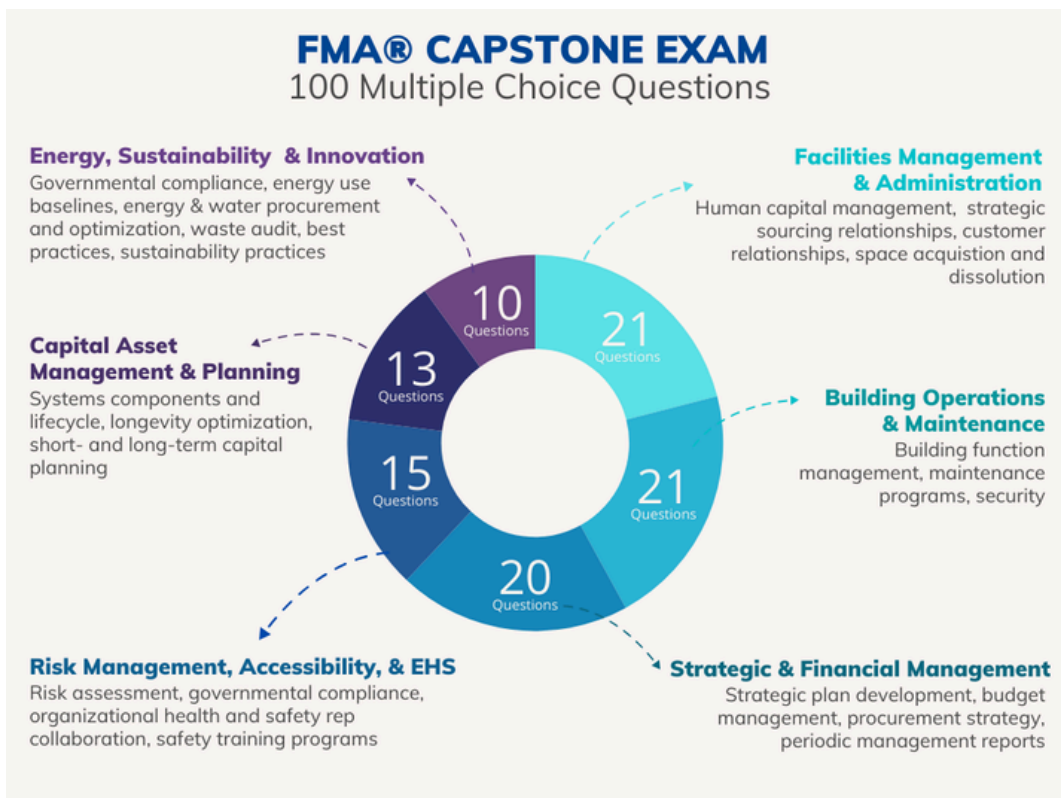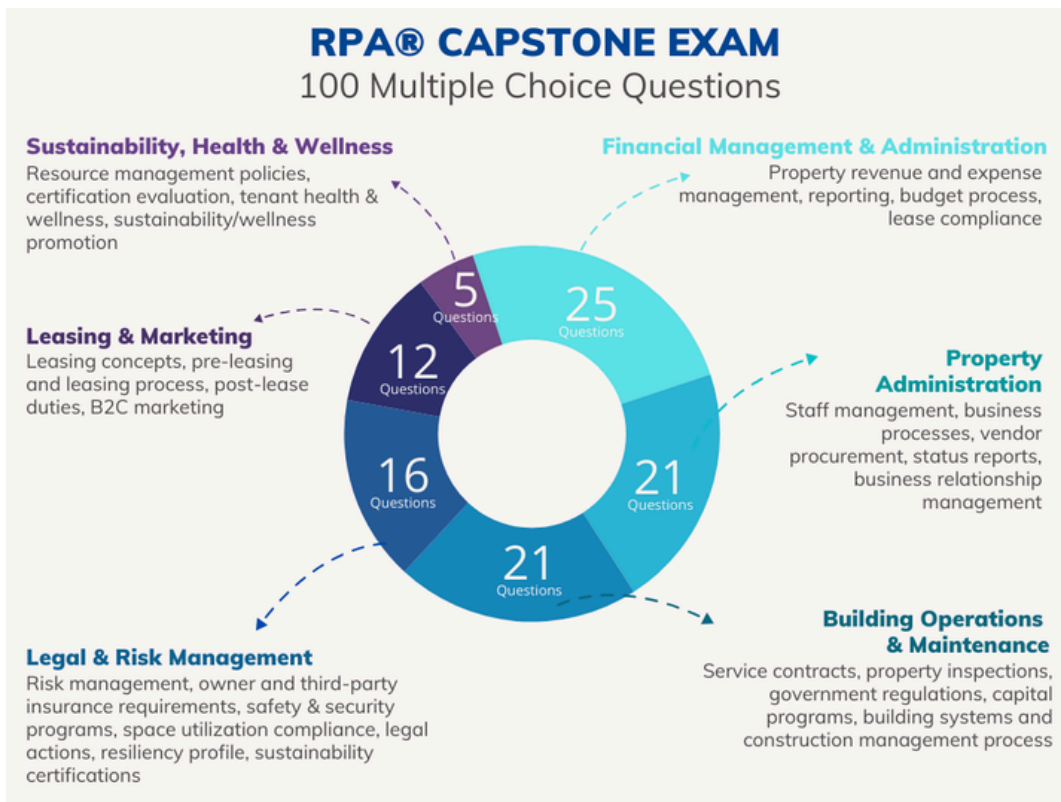▶ **WHAT WILL THE CAPSTONE EXAM LOOK LIKE?**

Your Capstone Experience Exam will be composed of 100 multiple-choice questions that ask you to apply the knowledge you have gained in your designation courses. Each exam question offers four possible answer options.

Before beginning the exam, you will have access to the Capstone Exam Success Guide. The Capstone Exam Success Guide outlines the BOMI Capstone Exam requirements, structure, and rules, detailing how candidates prepare for, take, and submit a securely proctored HonorLock-administered exam within the BOMI Learning Portal, including system setup, identity verification, testing conduct, and support expectations.

RPA Sample Questions >>   **FMA Sample Questions >>**

CAPSTONE EXAM TOPICS

RPA® CAPSTONE EXAM
100 Multiple Choice Questions

Sustainability, Health & Wellness
Resource management policies, certification evaluation, tenant health & wellness, sustainability/wellness promotion

Financial Management & Administration
Property revenue and expense management, reporting, budget process, lease compliance

Leasing & Marketing
Leasing concepts, pre-leasing and leasing process, post-lease duties, B2C marketing

Property Administration
Staff management, business processes, vendor procurement, status reports, business relationship management

Legal & Risk Management
Risk management, owner and third-party insurance requirements, safety & security programs, space utilization compliance, legal actions, resiliency profile, sustainability certifications

Building Operations & Maintenance
Service contracts, property inspections, government regulations, capital programs, building systems and construction management process

5 Questions
25 Questions
12 Questions
16 Questions
21 Questions
21 Questions

FMA® CAPSTONE EXAM
100 Multiple Choice Questions

Energy, Sustainability & Innovation
Governmental compliance, energy use baselines, energy & water procurement and optimization, waste audit, best practices, sustainability practices

Facilities Management & Administration
Human capital management, strategic sourcing relationships, customer relationships, space acquistion and dissolution

Capital Asset Management & Planning
Systems components and lifecycle, longevity optimization, short- and long-term capital planning

Building Operations & Maintenance
Building function management, maintenance programs, security

Risk Management, Accessibility, & EHS
Risk assessment, governmental compliance, organizational health and safety rep collaboration, safety training programs

Strategic & Financial Management
Strategic plan development, budget management, procurement strategy, periodic management reports

10 Questions
21 Questions
13 Questions
15 Questions
21 Questions
20 Questions

TAKING THE CAPSTONE EXAM

▶ **DO I NEED TO SCHEDULE MY CAPSTONE EXAM?**

You do not need to schedule your Capstone Experience Exam. Once you have entered your eligibility period, you will be able to take the Capstone Experience Exam in the BOMI Learning Portal whenever you are ready.

▶ **WHAT ARE THE RULES OF CONDUCT FOR THE PROCTORED CAPSTONE EXAM?**

- This is a closed-note and closed-book exam. Accessing textbooks, e-books, notes, or other reference materials at any time during the exam is not permitted.
- A built-in, on-screen scientific calculator is available and may be used as needed.
- You must remain seated in front of your computer and clearly visible to your webcam for the entire duration of the exam. Leaving the testing area or taking breaks is not permitted, including bathroom breaks.
- All electronic devices, including cell phones, tablets, laptops, smartwatches, secondary monitors, or other smart or recording devices, are not permitted during the exam.

Failure to follow these expectations may result in your exam session being flagged for review and could impact or invalidate your final score.

▶ **WHAT ARE THE TEST ENVIRONMENT REQUIREMENTS?**

Your testing environment must meet the following requirements:
- The room must be well lit, with sufficient lighting to clearly show your face and surrounding area.
- Your desk or table must be completely clear of all materials unless explicitly permitted.
- During the room scan, you must slowly and clearly show:
  - Your desk or table surface
  - The surrounding workspace
  - The entire testing room
- After a cell phone is used during the room and workspace scan process, it must be shown to the webcam being placed away from the testing area before the exam begins.
- No visible writing, notes, or materials may appear on the desk, walls, or nearby surfaces.
- All other programs and browser windows must be closed prior to entering the proctored exam environment.
- Background noise or distractions—including music, television, or other audio—are not permitted.
- No other individuals may be present in or communicate with you from the testing area during the exam.

▶ **CAN I GET SPECIAL ACCOMMODATIONS FOR TAKING THE BOMI CAPSTONE EXAM?**

Yes, students may qualify for special accommodations for the BOMI Capstone Exam. Please reach out to us at service@bomi.org ahead of time to help us determine your needs.

AFTER TAKING THE CAPSTONE EXAM

▶ WHEN CAN I EXPECT TO RECEIVE MY EXAM SCORE?

Once you've completed all exam questions, submit your Capstone Exam for validation. In many cases, your score will appear within a few minutes. However, if your session triggers any proctoring flags (e.g., based on system settings or behaviors detected during the exam), your results may be held for review by HonorLock and/or BOMI before your final score is released. This review process helps ensure fairness and the integrity of the exam experience. We will let you know your score as soon as we have reviewed your test.

▶ WHAT HAPPENS WHEN I PASS THE EXAM?

If you receive a weighted score of 700 or higher, you receive credit for the Capstone Exam. Upon completion of all designation or certificate requirements, graduates may use the designation on business cards and signatures.

▶ WHAT HAPPENS IF I FAIL THE EXAM?

If you receive a weighted score below 700, you will be denied credit for Capstone Exam. To retake the exam, an Exam Administration Fee must be paid. Please allow 48-72 hours for processing for your retake eligibility.

▶ EXAM CONTENT COMMENTS/FEEDBACK

Following completion of the exam, you may submit, in writing, comments on any question(s) you believe to contain technical errors in content. In your correspondence, include your contact information, test date, and the specific concerns about the question. HonorLock will not allow you take a screenshot, or copy and paste, and you are not expected to recreate the entire question in your correspondence. BOMI will review the question, and you will be notified of the findings. Because of the need for test security, BOMI will not release exam questions or answers to students.

QUESTIONS?

▶ IN THE UNITED STATES:

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▶ IN CANADA:

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